

Dear DVMS Parents,

Please see below for a list of requested supplies your **6th grade** student(s) will need for the 2025-2026 school year. It is a good idea to **check on your supplies throughout the school year and replace them as needed.**

General School Supplies

Please have your student put the following items into a pencil pouch for the first day of school

- Colored Pencils
- Pencils with erasers (2) plus extras at home to replenish
- Glue Stick (generally a good idea to get a pack to replenish throughout the year)
- Whiteboard pen plus extras at home to replenish
- Scissors
- Black or Blue ballpoint pens
- Colored pen for corrections
- Highlighters (3 assorted colors)
- A small pencil sharpener that catches shavings

Other supplies to keep in their backpack each day

- College-rule binder paper - keep about 10-20 sheets in a folder to have on hand
- Earphones/earbuds that can plug into a Chromebook
- 2 packs of Post-Its

Organization - Your child should have a way to organize any papers they get for their various classes. **We suggest either a separate folder for each period (6 folders) OR an accordion folder.** Binders get heavy, so we don't suggest those.

Here are some additional items required for each class. Most composition books will be kept in class unless your child needs to bring it home to complete an assignment. Please send them in on the first day of school

6th Grade English & History:

- 2 composition books

6th Grade Math:

- Composition notebook with graph paper

6th Grade Reading:

- Composition notebook
- Silent reading book

Physical Education:

- Please see attached form for how to order PE clothes for your child. (Blue bottoms and Gray tops) - you can also purchase royal blue shorts/sweatpants and gray t-shirts/sweatshirts elsewhere

<https://istplacespiritwear.com/schools/CA/Clayton/ Diablo-View+Middle+School+PE>

- Athletic shoes (rubber soles that can be fastened to your feet for proper support)

Tissue box donations and **Clorox wipes** are so very welcome and appreciated! You can send these in at any time.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you,

The DVMS Sixth Grade Team



Diablo View Middle School
Bell Schedule
2025-2026



WARNING BELL - 8:25 AM - EVERY DAY

Mon-Tues-Thurs-Fri			Wednesday		
Period 1	8:30	9:17	Homeroom	8:30	8:50
Period 2	9:21	10:06	Period 1	8:50	9:25
Brunch	10:06	10:13	Period 2	9:29	10:04
Period 3	10:17	11:02	Period 3	10:08	10:43
Period 4	11:06	11:51	Period 4	10:47	11:22
6th	Lunch	11:51 12:23	6th	Lunch	11:22 11:54
	Period 5	12:27 1:12		Period 5	11:58 12:33
7th/8th	Period 5	11:55 12:40	7th/8th	Period 5	11:26 12:01
	Lunch	12:40 1:12		Lunch	12:01 12:33
Period 6	1:16	2:01	Period 6	12:37	1:12
Period 7	2:05	2:50	Period 7	1:16	1:51



Diablo View Middle School Minimum Day Bell Schedule 2025-2026

Period 1	8:30 - 9:01
Period 2	9:05 - 9:36
Period 3	9:40 - 10:11
Period 4	10:15 - 10:46
Period 5	10:50 - 11:21
6th Grade Lunch	11:21 - 11:41
Period 6	11:45 - 12:16
Period 6	11:25 - 11:56
7th/8th Grade Lunch	11:56 - 12:16
Period 7	12:20 - 12:51

The following are the minimum days for the 2025-26 school year:

September 9

October 3

October 31

November 21

December 19

January 13

March 13

April 3

April 21

May 22

June 2

PE & Spirit Wear Information

DIABLO VIEW
OFFICIAL SPIRIT WEAR STORE

BACK-TO-SCHOOL SALE

**SAVE
25%**

SHOP NOW

USE CODE:
SCHOOL25

 **1ST PLACE**
Spiritwear

SHOP AT: 1STPLACE.SALE/109129



Get The BEST DEALS From Your Official Store

- T-shirts
- Hoodies
- Polos
- Headwear
- Backpacks
- Drinkware
- And More...

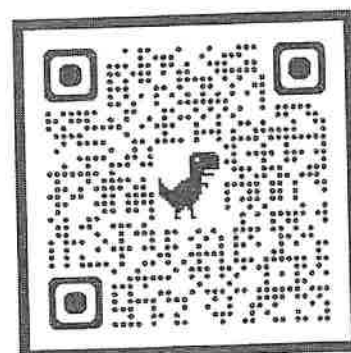




DIABLO VIEW MIDDLE SCHOOL

YEARBOOKS ON SALE

Order now to take advantage
of \$20 savings.
Prices will incrementally raise to
full price throughout the year.



yearbookforever.com



DIABLO VIEW MIDDLE SCHOOL

A California Distinguished School

A Gold Ribbon School

300 Diablo View Lane

Clayton, CA 94517

(925) 672-0898

(925) 672-4327 (FAX)

Diablo View Mascot: Bobcat

Diablo View Colors: Royal Blue, White & Black

Website: <https://diablovview.mdusd.org/>

Homelink Website: <https://net.mdusd.org/parentportal>

Follow us on Twitter: @diablovviewMS

-Sign and cut here-

Your Name (Printed): _____

By signing below, you are acknowledging that you have read and understand all of the policies in the school planner.

Student Signature: _____ Parent Signature: _____

Please return a signed copy of this to your homeroom teacher by 8/22/2025.

DIABLO VIEW VISION STATEMENT

- To provide a safe, positive learning environment where we prepare students to become respectful, responsible and ethical citizens.
- Communicate high expectations so that ALL students can achieve their academic potential while nurturing individual talents.
- Develop a learning environment where students, staff and community members are partners committed to lifelong learning.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. Questions, concerns or complaints regarding compliance with Title IX student issues, and Title IX employee issues, please contact the Mt. Diablo Unified School District Office at (925) 682-8000. Questions, concerns or complaints regarding harassment, discrimination, intimidation and bullying, please contact the Office of the Superintendent at 1936 Carlotta Drive, Concord, CA 94519, or by phone at (925) 682-8000.

DIABLO VIEW STUDENT ORGANIZER

WELCOME TO DIABLO VIEW

You are a member of our Diablo View family and one of our stars. The Diablo View teachers, secretaries, site supervisors, custodians, cafeteria workers, support staff, volunteers, parents and administrators are all working together to make this the best year ever for you. We want to support you in learning, in feeling safe and secure, and in having great educational and social experiences. So, set up a place at home to do your homework, get a good night's rest every night, be a good friend and citizen, lend a helping hand, get involved, use your organizer daily, and have a great year!

BELL SCHEDULE – ALL GRADES

Mon, Tues, Thurs, Fri			Wednesday		
Period 1	8:30-9:17		Period 1	8:30-8:50	
Period 2	9:21-10:06		Period 2	8:50-9:25	
Brunch	10:06-10:13		Period 3	9:29-10:04	
Period 3	10:17-11:02		Period 4	10:47-11:22	
Period 4	11:06-11:51				
6th	LUNCH	11:51-12:23	6th	LUNCH	11:22-11:54
	Period 5	12:27-1:12		Period 5	11:58-12:33
7th/8th	Period 5	11:55-12:40	7th/8th	Period 5	11:26-12:01
	LUNCH	12:40-1:12		LUNCH	12:01-12:33
Period 6	1:16-2:01		Period 6	12:37-1:12	
Period 7	2:05-2:50		Period 7	1:16-1:51	

Minimum Days 2025 - 2026

September 9, 2025 October 3, 2025 October 31, 2025 November 21, 2025 December 19, 2025	January 13, 2026 March 13, 2026 April 3, 2026 April 21, 2026 May 22, 2026 June 2, 2026
---	---

Diablo View Students: Our Core Values

At Diablo View Middle School, we hold a set of CORE VALUES through which we strive to achieve, succeed, and be our best selves. We expect our students to demonstrate these core values in their interactions with adults, peers, and through their attitude and behavior. We believe in each of our students, and know each one can make the world a better place. We also know that they will face and overcome challenges in middle school, and we expect that they will look for ways to be their best.

Be Respectful

Self: Treat yourself with kindness and compassion. Say and do things you are willing to stand behind. Believe in yourself and be true to who you are.

Others: Understand that everyone comes to school each day with their own set of lived experiences. Seek to understand those experiences and find ways to show others compassion, *especially* when they have differences from you.

Community: Find ways to give back to our community here at DVMS. Look out for your peers, even if they are not your best friends, keep our facility clean, and find ways to bring people together.

Be Engaged

Self: Find what matters to you in your educational journey. Set goals for yourself. **Engage** with your learning, your challenges, and your successes. Reflect on your next steps and how you can improve.

Others: Celebrate the successes of others. Support them as they face hardships. Care about their progress and growth.

Community: Care about the progress of our school community. Celebrate our collective successes. Engage with our common goals.

Be Responsible

Self: Take responsibility for your actions and words. They belong to you, so own them in a way that creates positive outcomes.

Others: You do not control the actions of others. Yet, your actions do and will impact them. Take responsibility for that, and find ways to impact others in a way that helps and doesn't harm.

Community: You are a part of a community at DVMS. Take responsibility for your participation in this community.
Know that your actions will impact other Bobcats.

Diablo View Students: A Focus on Character

A strong character education program in school, coupled with modeling at home and in the community, provides the essential foundation for students to achieve their personal best. Diablo View, along with Mt. Diablo Elementary, Clayton Valley Charter High, and the Clayton Community have embraced "Do The Right Thing" as our consistent community-wide approach to reinforcing strong character traits.

The "Do The Right Thing" Character program creates common language; by using this common language, we will promote a positive learning environment. With the entire community's help and support, we are encouraging our students to embrace these qualities and to apply them to all aspects of their school and community life.

"Do The Right Thing"

INCLUSION: May/June/July

Reach out to those who are different
Challenge your assumptions
Identify your biases

RESPONSIBILITY - August/September

Doing what I am supposed to do
Always doing my best
Being accountable for my choices

RESPECT – October

Using good manners, not bad language
Being considerate; honoring the feelings of others
Dealing peacefully with anger, insults, and disagreements

KINDNESS – November/December

Being kind to myself, others and the environment
Helping others in need
Being forgiving

SELF-DISCIPLINE – January/February

Practicing self-control
Setting goals and working towards them
Striving for personal improvement

INTEGRITY – March/April

Being reliable, doing what I say I will do
Building a good reputation
Telling the truth, even when it's not easy

COURAGE – May, June, July

Standing for what is right, even if I stand alone
Resisting negative peer pressure
Being true to myself

AWARDS

There are many kinds of awards at Diablo View for academics, school service, good citizenship, effort and improvement. We want YOU to be one of our many award winners this year!

HONOR ROLL: Every quarter, students are honored for achieving a 3.0 GPA or higher.

PE AWARDS: Bobcat Fitness Awards, Braden Fahey (7th grade), along with awards for excellence in PE are given yearly.

STAR STUDENT AWARDS: STAR Students are recognized for "Doing the Right Thing" throughout the year. Star Students are then nominated for the City of Clayton "Do The Right Thing" Award where they are presented the award at the City Council meeting.

PRINCIPAL'S LIST: This program rewards students who do well academically and demonstrate excellent behavior and a strong work ethic. Students must earn a minimum 3.0 GPA, and receive 3 "Quality of work is Excellent", "Effort is Excellent", "Conduct is Excellent", or "Participation is Excellent" comments in at least 3 different courses in 7th & 8th grade and 2 comments in at least 2 different courses for 6th grade and must not have "Effort Needs Improvement", "Conduct Needs Improvement", "Socializing Affecting Grade Performance", "Disruptive Classroom Behavior", "Missing or Late Assignments", "Not Dressing/Participating in PE", "Tardiness Is Excessive/Affecting Grade", and No "F's" on current report card.

PROMOTION: Promotion is held on the last day of school. Students with poor behavior, poor attendance and lack of effort in academics may be placed on a contingency plan that requires collaboration with school administration to demonstrate improvement.

ACADEMIC AND CITIZENSHIP STANDARDS

Diablo View's goal is to provide all students with a high quality instructional program appropriate to early adolescents. Report cards are issued quarterly. Conferences regarding student progress may be requested at any time. Parents, students and staff will work together to help students improve performance. A progress report will be viewable on Homelink to all students during the fourth or fifth week of the report card period.

Honor Roll is based on grade point averages each semester:

Bronze – 3.0-3.49 Silver – 3.5-3.99 Gold – 4.0

PROGRESS REPORTS/REPORT CARDS

Progress reports can be seen mid-quarter for all students in HomeLink. **The purpose of the progress report is to alert parents if a student is in danger of failing a class.** A mark of "P" indicates that a student is currently earning a passing mark and is not in danger of failing. Report cards and progress reports can be seen in HomeLink, and the Quarter and Semester report cards will be mailed home.

HOMEWORK EXPECTATIONS & POLICY

Homework can provide the opportunity for students to develop essential emotional and behavioral skills that they will need to successfully navigate through their education and complex demands of adult life. These skills include responsibility, autonomy, perseverance, time management, initiative, self-reliance, and resourcefulness.

Homework should be an average of 60-105 focused and productive minutes per evening in the core academic subjects including math, science, history and English. Some elective classes such as band or foreign language are in addition to the 60-minute time frame. Special projects may require additional time. If a student is consistently spending more time on homework, it is important to communicate your concerns with the teacher.

Supports at Home:

- Establish a consistent homework routine.
- Show interest in your child's homework. Ask, "What was the most interesting thing you did tonight?" (If that does not work, ask, "What was the hardest thing you did tonight?").
- Help your student plan on long-term assignments/ projects.
- Praise your child for their hard work. It is important for kids to see that their effort pays off. Say, "You did well on your spelling test because you studied every night".
- Ask to see grades on homework assignments. Look at the teacher's comments. Talk to the teacher if you have questions about the assignments or the grade.
- If your child has a regular problem with homework, talk to the teacher. The teacher needs to know if homework is too hard or too easy.

HOMELINK

Access to student's grades and attendance are available through the MDUSD HomeLink. To use HomeLink:

- Pick up the HomeLink letter with the secure codes from the DVMS Office if you do not already have one.
- Visit the website <https://net.mdusd.org/parentportal>
- Follow the instructions for creating an account. You will also find answers to frequently asked questions and other helpful information.

HOMEWORK EXPECTATIONS & POLICY CONTINUED

MAKE-UP WORK:

1. It is the student's responsibility to complete and present assignments on time.
2. It is the student's responsibility to request make-up work from all teachers.
3. Parents may call the office to request homework.
4. Students are allowed one day to turn in work for each day of an absence.
5. Students need to check Google Classroom and Homelink when they are absent to make sure they are keeping up with their work.

On time completion of homework is important to maintain academic progress. Students are responsible for communicating with their teachers and reaching agreed upon deadlines for missing work. Students shall receive credit for work that is completed late.

Make-up work for suspended students: Students who are suspended are provided the work they miss during their absence and it is their responsibility to ensure it is completed. Students who are suspended are advised to communicate clearly with their teachers in order to find out what they are missing academically.

Making Up Missed Points in PE: For any absence where a student is not in class, (or out for a medical reason), they must do make-up work. The student is responsible to make up the work within one week from the absence or injury to earn credit. A student can do one of the following to earn their credit.

1. Exercise for 1 hour – Submit an exercise log to demonstrate completion of exercise outside of school.
2. Nutrition Log – Hand in a piece of paper stating all things eaten in a day and set an improvement goal on what they would like to do next time.
3. Athlete/Personal Biography – Write a 1-2 page essay on an athlete describing some things about that person or writing about themselves and what they have accomplished in life.
4. Read a health article – Write a ½-page summary about the article and include a question on something you would like to learn more about. (Clipping the article from a newspaper, magazine or the Internet)

Independent Study: Occasionally situations arise that are unavoidable and necessitate a student's absence. If your child expects to be absent for **five (5) consecutive school days but not more than 10**, the student may apply for an Independent Study Contract. Independent study is a contract, which involves requesting work from all teachers. Full credit is provided if work is turned in by a specified date. **Email all teachers and please see our attendance secretary at least TWO weeks before** the anticipated absence for the application. **On the morning of the first day back to school, ALL assignments must be turned in to the attendance secretary BEFORE SCHOOL.** If the student does not complete the work, credit will **NOT** be given.

ATTENDANCE INFORMATION

Satisfactory school progress is dependent upon regular attendance. Parents are encouraged to call the school on the day their student is absent. **It is the parents responsibility to clear student absences within 72 hours of the absence or the student will be considered truant** (absence without valid excuse – see below). If a parent writes a note to clear an absence, the student must bring it into the office **before** school.

Unexcused Absence reasons include: Family vacations or events, sports events, doctor appointments for someone **OTHER** than the student, transportation issues.

Excused Absence reasons include: Illness or injury of the student, or serious illness which necessitates the absence of the student, student attendance at a medical, dental, optometric, or chiropractic appointment, student attendance at a funeral service for an immediate family member, appearance in court, observance of a holiday or ceremony of his/her religion, mental health emergencies.

EXCESSIVE ABSENCES

Absences over 10 days are considered excessive. Excessive absences may subject your student to a school level (SART) Student Attendance Review Team meeting and/or (SARB) Student Attendance Review Board at the district office.

TRUANCY: The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. **Any absence not cleared by a parent/guardian within 72 hours.**

PERMITS TO LEAVE CAMPUS

Students may **not** leave campus during the school day without a permit to leave. The following procedures outline the steps to follow when obtaining a permit to leave and return to school.

1. Your student can bring a signed note to the office **before school** to receive a permit to leave slip, call the office, or email dvmsattend@mdusd.org.
2. **The office requires at least 1-hour notice if you do not send a note in the morning with your student.**
3. When picking up your student early, come to the main office with your ID and cellphone. Your cellphone will be used to access the QR code to sign your student out.
4. Report to the office for a pass to class when your student returns to school.
5. Be mindful of picking your student up at lunch. If you do not inform attendance of the appointment ahead of time, please note that it may take additional time.

STUDENT SUPPORT SERVICES

Counseling Support: Diablo View has a counselor on campus that provides academic and social-emotional counseling support. If students would like to meet with their counselor, please reach out to them to set up an appointment.

Mt. Diablo Unified offers alternative district program assistance to pregnant and parenting students. For more information, students should contact their counselor. Lactating students will be reasonably accommodated and will not incur academic penalties as a result of this activity.

Parent/Teacher Team Conferencing: Teacher teams meet with parents and students to discuss concerns. Contact your student's teacher or the administration to arrange a conference.

CARE Team Referral: The school has a CARE team that conducts meetings based off of teacher referrals on a monthly basis. If your child is referred to the CARE team, we will notify you and let you know what interventions we would like to try with your student.

Student Success Team (SST): Students who are having difficulty with behavior, academics or other school related problems may be referred to the Student Success Team (SST). A parent/guardian, teacher, or administrator may refer students.

Planners: During the first week of school, every DVMS student will receive a planner with school information. Planners are used daily to record assignments, projects, and important dates throughout the year. Parents should review planners weekly with their students. Students are responsible for adding information to their planners.

Class Work: Assignments and dates are posted in each classroom. Please check with each teacher for their classwork and homework policies.

HomeLink: HomeLink provides you with your child's grades, attendance, class schedule, homework assignments, special projects, **and teacher contact information.** HomeLink is a great liaison between school and home; please check it frequently.

Google Classroom: Google classroom is an excellent resource that will keep you in the loop about what your students are completing. Remind your student to check it regularly and make sure to check it if you have questions about work.

School Information: Announcements of upcoming events and important dates are posted daily under the heading "Daily Bulletin" on our school website: <https://diabloview.mdusd.org/>.

ANNOUNCEMENT OF NONDISCRIMINATION

The Mt. Diablo Unified School District does not discriminate based on race, color, national origin, gender, disability, age, marital status or religion in any of its policies, practices or procedures. For the complete statement, please refer to the Mt. Diablo Unified School District Parent information Packet, which is on our district website.

UNIFORM COMPLAINT PROCEDURE

These procedures are meant to give guidance to anyone who wishes to lodge a complaint alleging that the district has violated federal or state laws and regulations governing educational programs or a complaint alleging discrimination. For the complete statement, please refer to the Mt. Diablo Unified School District Parent Information Packet.

SAFETY

Fire Drill Procedures

Fire drills are required by law and will be held monthly. The fire drill alarm is a **very** loud intermittent sounding of the bells. When the fire drill alarm sounds during class time, the following procedures should be followed:

Students Should:

- Stop work immediately, leave books and other materials and form a single line at the door inside the classroom.
- The teacher will make sure that all students know their prescribed evacuation route and assembly area and tell the students when to leave the classroom. The teacher shall be the last one to leave the classroom and will close the door.
- Students shall walk, single file to the assigned assembly area and remain in an orderly group with their class. Upon arrival at the assigned assembly area, the teacher will use the class roll to check the presence of each student in that class and notify administration of any absences.
- Physical Education classes on the play field will stop activities immediately and assemble in an orderly formation under the supervision of the teacher.

Earthquake Procedures (Duck & Cover)

- When an earthquake occurs, all students and staff will drop and seek cover under a desk or table with their backs to the windows until all the shaking stops or until given other directions by those in charge.
- When students or staff are outside, they are to move away from tall buildings, poles, wires, or items that can topple and wait for further instructions.
- Earthquake drills will be held during the school year.

Intruder Drill

- Staff will follow the Diablo View Emergency and Safety Plan.
- Students must follow the directions of the teacher.
- Students should report to the nearest classroom or building if outside of the classroom.

Pipeline Safety Plan:

- Diablo View is located adjacent to a crude oil pipeline.

- In the event of a pipeline accident, the school will evacuate to the community park.

THINGS TO KNOW

MEDICATIONS ON CAMPUS

Staff members are not permitted to dispense any kind of medication to a student without a signed "Authorization to Administer Medication During School Hours". This form needs to be completed by the parent and physician. **All medication must be kept in the office.** The parent and physician must update this form at the beginning of each school year. It is the responsibility of the student to come into the office and take his/her medication as needed under the supervision of office personnel. Students with minor injuries should get Band-Aids from their classroom teacher. **Students should only carry medications that they have a physician's order to carry (for instance, inhalers).**

STUDENTS THAT GET SICK DURING THE SCHOOL DAY

Students who become ill at school will be asked to call home from the office, **and should not call or text from their personal cell phones,** and have their parents come and pick them up. If we cannot reach the parent, we will keep the student in the office or send him/her back to class if they feel well enough.

CELLPHONES, SMART WATCHES & MESSAGES FOR STUDENTS

Cell phone/smart watch use is not permitted on campus except after the dismissal bell. Cellphones/smart watches are to be kept in the student's backpack during the school day and must be turned off. Cellphones/smart watches "seen", "heard", or "used" during school hours will be confiscated. 1st violation the student can pick up the phone after school. 2nd violation, a parent must come and sign for the phone. 3rd violation, a parent must come in and sign for the phone and that student will have to turn their cell phone into the office every morning before school.

To reach your child during the school hours, please call the office. **Your child should always come to the office to make the call home.** Please keep student messages to a minimum by planning with your child to arrange for afternoon care, car pools, medical appointments, rainy days, or other needs before coming to school. **Parents - please do not text or call your student on their cell phone while they are in school. Please call the school office at (925) 672-0898 if you need to contact your student during the school day.**

HALL PASSES FROM CLASS

Time out of class should be kept to a minimum. Students who are out of the class must wear the classroom's lanyard hall pass.

BATHROOM PASSES & USE

Each quarter, every student receives a bathroom pass with 15 "trips." Bathroom passes need to be used wisely as they will not be replaced. All students will need to sign out and back in when using the bathroom during class time. When a student requests to use the bathroom during class time, the teacher will mark off a trip on the pass and the student must sign out of class.

WELLNESS CENTER PASSES

Each quarter, every student receives a Wellness Center pass on the back of their bathroom pass with 15 "trips." Students will be allowed to leave the classroom to visit the Wellness Center for up to 15 minutes. Students may not go to the Wellness Center during the passing period. Students must check in with their teacher before going to the Wellness Center. The Wellness Center will be open during Brunch/Lunch on a sign-in basis (no passes required).

STUDENT USE OF TECHNOLOGY

Students are expected at all times to treat computers and software with respect and in accordance with guidelines formulated by their teachers, the school, and state and federal laws. Students and parents must sign a "user contract" detailing expectations for responsible use of school internet. Chromebooks are intended for academic purposes and should only be used under staff instruction. Students are not to use chromebooks during lunch. Additionally, students are monitored on the computers through our monitoring software, GoGuardian. Teachers are able to track the websites students are using. Administrators also receive Bark Alerts, which track student use of Google platforms and provide notifications about inappropriate content.

CHROMEBOOKS

Students are responsible for maintaining and utilizing their designated chromebook throughout the school year. **Students need to charge their chromebooks each night and come prepared the next day to do work on the device.** Students will be asked to call home if they forget their chromebook at home as the school does not have extras.

TEXTBOOKS

Students are responsible for textbooks that are checked out to them. If books are not returned, lost or damaged, the school will charge replacement costs.

LIBRARY

Students may check out books from the library with the office staff. The library is also open during some lunches. Students must provide their Student ID to check out books.

CAFETERIA SERVICES

The cafeteria serves breakfast and lunch daily. Students will eat outside and are responsible for cleaning up after themselves through use of the recycling and trash receptacles.

BRUNCH PROCEDURES

- The number one rule is to respect all adult supervisors and follow their directions promptly and courteously without argument.
- Students are encouraged to bring a healthy snack and water to enjoy during this time. No food services will be provided during brunch.
- Students are restricted to the middle of campus.
- Do not throw things or use inappropriate language at any time.
- Students may not bring their backpacks into the bathrooms.

LUNCH PROCEDURES

All teachers review lunch procedures with students on the 1st day of school. The following rules should serve as a reminder to students and are informational for parents:

- The number one rule is to respect all adult supervisors and follow their directions promptly and courteously without argument.
- Do not cut in line, save places or buy food for others.
- Place backpacks in the designated area. For most students, this means in the class they report to after lunch. (Students may not go into backpacks after dropping them off).
- Students are not allowed in the wings during lunch period.
- Stay off the stage unless given permission by staff members.
- Do not throw things or use inappropriate language at any time.
- Students are provided with a healthy school lunch option every day. When students bring food from outside restaurants this can become a large distraction during lunch time. As a result, if food from an outside source is brought in for the student, we will ask that the student please eat in the office.
- Students are to follow directions of the campus supervisors, custodian and all school staff.
- **REMEMBER: ALL STUDENTS ARE RESPONSIBLE FOR CLEANING UP AFTER THEMSELVES.**

FOOD ON CAMPUS

There is no eating in the classroom (teachers may use discretion for special events). We are committed to a clean, attractive campus. Please use trash containers and help keep our campus clean. No glass containers or bottled drinks may be brought to school. **GUM CHEWING IS NOT ALLOWED ON CAMPUS.**

We have also noticed an uptick in student's consumption of energy drinks during school hours. Consumption of energy drinks by adolescents can lead to increased anxiousness, lack of sleep, and dehydration. There is also emerging research on the long term effects of highly caffeinated beverages on adolescents. If a student's energy drink consumption becomes excessive, we will reach out to the families to discuss healthy living and nutritional choices.

BUYING/SELLING

No items are to be bought or sold by an individual on campus as it is against the Educational Code. Items will be confiscated without consideration for monetary loss.

BIRTHDAY RECOGNITION

We do not allow birthday celebrations at school. Balloons, flowers and/or presents are a distraction and must be left in the office during school hours. Cake, cookies, cupcakes or any other food for birthday celebrations are not allowed.

FORGOTTEN ITEMS

We will send a note to your student to pick forgotten items up in the office between classes or at lunch. Please work with your students to develop strong organizational habits so they are prepared for the school day.

PERSONAL PROPERTY AT SCHOOL

The school is not responsible for damaged, lost or stolen personal property of any kind.

- Students are responsible for their personal property. During PE class, students will be allowed to lock up their belongings. Locks are to be removed at the end of class.
- Valuables or large amounts of money should never be brought to school.
- Scooters and bikes need to be walked onto campus and locked up and attached to the bike rack. Skateboards need to be stored in the office or a classroom. In partnership with Clayton PD, only approved bikes/scooters by Clayton Police Department will be allowed on school property. If a student rides/brings a non-approved bike/scooter, they will be subject to the same consequences as when they are in the City of Clayton.
- Items not necessary to instruction should not be brought to school. This includes but is not limited to: any toy weapon, laser pens, ear pods, cameras, permanent markers, white out correction fluid, aerosol products including deodorant, perfumes and hairspray, trading cards, toys, stuffed animals, balloons and blankets, etc. Such items will be confiscated and returned to the parents or guardians.

SCHOOL SAFETY

While on campus, students should walk on pathways. Running is not allowed on campus.

- Students must walk within crosswalks when the "Walk Sign" is on at the crosswalk. Short cuts through the parking lot or up the main drive are unsafe and not permitted. Parents will be contacted if unsafe practices occur.
- In order to make the office entrance accessible, as well as creating a welcoming environment for all, students will be expected to wait for the first period when they arrive inside of campus once the gates open at 8 am.

FIELD AND OUTSIDE BASKETBALL COURT PROCEDURES

- The field and outside basketball courts are off limits without visible adult supervision.
- Kicking balls of any kind is not allowed on the courts.
- Football and soccer are not allowed on the courts at any time. Use the grass areas for football and soccer with campus supervision and/or administration approval.
- Courts are for playing approved games only. Students are not allowed to be on the courts purely as a spectator.
- No cutting in on courts. Balls and courts are on a first come first served basis.
- No Food is allowed on the basketball courts. Water only.
- Use appropriate language while on the courts. Inappropriate language and behavior will lead to loss of courts privileges.

STUDENT INTEGRITY

Detention: A student may be held after school for disciplinary reasons. Twenty-four hour notice must be given for detentions longer than 15 minutes after school, and transportation home must be arranged by the family. Exceptions may be made with parents' consent. **THE DELIVERY OF A WRITTEN NOTICE TO STUDENTS OF DISCIPLINARY ACTION SHALL CONSTITUTE PARENT NOTIFICATION.**

If a student receives a lunch detention slip in the morning, they are to report to the office. Students are responsible for picking up their lunch prior to detention and reporting to the office. If a student does not show for detention, they will receive an additional one. In some cases, teachers may choose to hold their own lunch detention in their room. This can be determined at the discretion of the teacher. If a student is chronically receiving detentions, this will result in a referral to a school administrator.

Tardies: If a student shows a pattern of tardiness, a parent/administrator conference will be held to determine how to help the student be on time.

Plagiarism/ Cheating Policy: To ensure that each student is evaluated only based on his/her own efforts and abilities, cheating will not be tolerated. Students who plagiarize, copy, or provide assignments to another for copying will earn a zero with NO CHANCE for make-up. Any student caught cheating on a test, quiz, project, etc. will also receive a zero for the work.

Suspension and Education Codes: Effective January 1, 2002 new categories of the Calif. Ed. Code Section 48900 & 48915 were enacted into law. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be suspended. In other words, bullying, harassing, encouraging, coercing, or talking another student into a fight or assault and battery is grounds for suspension.

Sexual Harassment Prohibited: The Board of Education of the Mt. Diablo Unified School District has adopted a policy prohibiting unlawful sexual harassment of or by any student. Please review the district parent handbook for a definition of the policy and the procedure for filing a complaint. Parents and students are required to sign a policy agreement yearly.

Zero Tolerance For Drugs And Weapons: The Board of Education of the Mt. Diablo Unified School District has adopted a zero tolerance policy for weapons and drugs. The policy will be strictly enforced. Please review the district parent handbook for a definition of the policy and procedures. Parents and students are required to sign a policy agreement yearly. **Non-Compliance with the above items will result in consequences up to and including suspension and/or expulsion.**

Anti-Bullying Policy: Our school district believes that all students have a right to a safe and healthy school environment. To that end, the District, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. The District will not tolerate behavior that infringes on the safety of any student protecting them from physical or emotional harm. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving, verbal assaults, or an electronic act and social isolation or manipulation. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage their reputation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, and during the lunch period. Violation may be subject to disciplinary procedures up to and including expulsion.

Racist Language: Diablo View Middle School does not condone or tolerate racism in any capacity. We expect students not to use any racist language or slurs and to demonstrate inclusiveness and decency towards others.

Searches: According to Mt. Diablo Board Policy 5145.2, if there is reasonable suspicion that you are in possession of inappropriate items, property belonging to others, or dangerous or illegal items on campus, an administrator may conduct a search.

Police Reports: The school staff works closely with the local police departments. Cases involving theft, assaults, weapons, threats to staff members, and illegal substances, etc., are reported to the Clayton Police Department. Parents are notified when police reports are made involving their children.

DRESS CODE

Certain body parts must be covered for all students at all times. Clothes must be worn in a way, such that all private body parts, and undergarments are fully covered with opaque fabric. DVMS encourages students to express their individuality within the following parameters.

Students **Must** wear:

- Clothing that covers all reproductive anatomy, including breasts, genitals, and buttocks with opaque fabric.
- A Shirt (with fabric in the front, back, and on the sides under the arms and either must have straps or sleeves), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND shoes.
- Closed toed shoes fit for exercise during PE.

Students **May** wear:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Teachers may ask students to remove their hats upon entering the classroom.
- Religious headwear.
- Hoodie sweatshirts must have the face and ears visible to school staff, and while in a classroom setting, the hood may not be worn.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps.

Students **May Not** Wear:

- No bare midriffs or clothing that is transparent and allows for areas that are to remain covered to be seen
- No strapless shirts such as ‘tube tops’.
- Violent language or images. Hate speech, profanity, vulgar and/or obscene language, pornography.
- Images (logos or pictures) or language, slogans, or suggestive statements depicting gangs, violence, sex, drugs, cigarettes, e-cigarettes, vape pens, or alcohol (or any illegal item or activity).
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Swimsuits and undergarments, (including sports bras), may not be worn as a primary clothing.
- Slippers.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

****Administrative discretion may be used for dress code, which disrupts the learning process of students.**

DIGITAL CITIZENSHIP

Diablo View Middle School believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and never post personal information.
- I will only post text and images that are appropriate for school.
- I will know who I am sharing my files with (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

Respect and Protect Others

- I will not use online tools to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate websites.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instructions.
- I will only send and receive school related emails.
- I will not change computer settings and displays including cursors, background images, and screensavers.

Honor Intellectual Property

- I will not plagiarize. Plagiarism is presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement.

- I will not present AI's thinking as my own.

- I will cite any and all use of websites, images, books, and other media.

Failure to follow these rules will have consequences that may include loss of computer privileges, detention, and possible suspension.

Parents and students can find helpful resources at:

<https://www.commonsense.org/education/digital-citizenship>

Work Cited Format (MLA) For Bibliographies

Basic Format	Sample Citation
<u>BOOK, Single Author</u> Author's Last Name, First Name. <u>Title of Book</u> . City of Publication: Publisher's name. Date of Publication.	Example: Goleman, Daniel. <u>Emotional Intelligence</u> . New York: Bantam, 1995
<u>BOOK, Two Authors</u> Author's Last Name, First Name and First Name, Last Name. <u>Title of Book</u> . City of Publication: Publisher's Name, Date of Publication.	Example Hoobler, Dorothy and Thomas Hoobler. <u>The Mexican American Family Album</u> . New York: Oxford University Press, 1994
<u>BOOK, Edited, or Textbook</u> Editor's Last Name, First Name, ed. <u>Title of book</u> . City of Publication: Publisher's Name, Date of Publication.	Example Reddy, Marlta A., ed. <u>Statistical Record of Hispanic Americans</u> . Detroit: Gale Research, 1995
<u>BOOK, No author Indicated</u> <u>Title of Book</u> . City of Publication: Publisher's Name, Date of Publication.	Example <u>Street Smart!: Cities of the Ancient World</u> . Minneapolis: The Press, 1994.
<u>ESSAY (from an anthology)</u> Author (if known). "Title of Essay." <u>Title of book</u> . Editor. City of Publication: Publisher's Name, Date of Publication. Page Numbers	Example "Stephen King 1947-" <u>Biography Today: Author Series</u> . Ed. Laurie Lanzen Harris. Detroit: Omnigraphics 1996. 94-102
<u>ENCYCLOPEDIA ARTICLE</u> Author (if known). "Title of Article." <u>Name of Encyclopedia</u> . Edition Year.	Example Kuehl, Warren F. "Peace." <u>Encyclopedia Americana</u> . 1996 ED.
<u>MAGAZINE ARTICLE</u> Author (if known). "Title of Article." <u>Magazine Title</u> . Date of Publication: pages.	Example Geer, David. "Growing Up in American Samoa." <u>Faces</u> . May 2002: 34-36
<u>INTERNET, Professional Web Page</u> Last Name, First Name of author or editor (if known). "Title of article or home page." <u>Group Title of Documents</u> . Date created or last revised. Name of any organization sponsoring or associated with web site. Date of visit to website <URL address>	Example Abilock, Debbie. "Research Advice for a Complex Topic." <u>Nueva Library Help</u> . 9 Sept. 1997. Nueva School 31 Dec. 1997 <nuevaschool.org/-debbie/library/research/advice.html>.

